

# Employee Post-Travel Disclosure of Travel Expenses

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

2019 JUN 10 PM 4:57

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Aspen Institute Inc. (Socrates Program) ("AISP")

Travel date(s): May 10 -12, 2019

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$101.20 for bus	\$246.26 for two nights	\$177.39 for breakfast, lunch, and dinner for two days	\$47 per day for conference room fees (includes meeting facilities, set up/take down, cleaning)
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				


Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Participated in a Socrates Seminar to discuss leadership, responsible governance,

and the role of Congress at the Aspen Institute's Wye River Campus in Maryland.

06.10.19  
(Date)

ELISABETH COATS  
(Printed name of traveler)

  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/10/19  
(Date)

  
(Signature of Supervising Senator/Officer)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC APR16'19PM 3:06

## Elisabeth Coats

Name of Traveler: \_\_\_\_\_

**Senate Committee on Appropriations**

Employing Office/Committee: \_\_\_\_\_

**Aspen Institute**

Private Sponsor(s) (list all): \_\_\_\_\_

May 10, 2019 - May 12, 2019

Travel date(s): \_\_\_\_\_

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

## Queenstown, Maryland

Destination(s): \_\_\_\_\_

**Explain how this trip is specifically connected to the traveler's official or representational duties:**

My official duties in the Senate Committee on Appropriations include providing research, administrative, and organizational support to Committee members and staff during briefings, hearings, markups, and other Committee proceedings. In order to effectively perform such duties, a thorough understanding of Congress' operations and unique challenges is required. By participating in Aspen's scheduled activities, I will enhance my skills of performing such duties during significant political polarization, gain further context of Congress via learning its history, and develop strategic tools for navigating governance challenges within Congress.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

**I certify that the information contained in this form is true, complete and correct to the best of my knowledge:**

04.16.2019

(Date)

  
(Signature of Employee)

(Signature of Employee)

**TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):**

**Senator Jack Reed**

## Elisabeth Coats

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
*(Print Senator's/Officer's Name)* *(Print Traveler's Name)*

(Print Senator's/Officer's Name)

*(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/16/19

(Date)

*Jack Reed*  
(Signature of Supervising Senator/Officer)

(Signature of Supervising Senator/Officer)

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## Coats, Elisabeth (Appropriations)

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**From:** Socrates Program <socrates@aspeninst.org>  
**Sent:** Thursday, April 4, 2019 11:55 AM  
**To:** Coats, Elisabeth (Appropriations)  
**Subject:** Emerging Governance Leaders May 2019  
**Attachments:** Socrates EGL\_Senate\_Ethics\_Packet 4.4.19.pdf; EGL Participant Questionnaire 2019.docx; May 2019 Emerging Governance Leaders Invitation.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



Dear Elisabeth,

I am pleased to let you know that your application was successful, and you have been selected to participate in the Emerging Governance Leaders Seminar Series at the Aspen Institute Wye Campus located in Queenstown, Maryland from May 10-12, 2019.

The Socrates Program will provide shuttles departing from Capitol Hill to Wye on Friday, May 10<sup>th</sup> at 5:00 p.m. and returning on Sunday, May 12<sup>th</sup> at 1:00 p.m. Should you accept attendance, it is required that you participate through the duration of the seminar. Your lodging and meals will be paid for by the Aspen Institute Socrates Program. Under the ethics rules, no expenses are provided for entertainment or recreation.

This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. Our purpose is education, not advocacy. In order to participate, you will need to submit the requisite travel forms to the Ethics Committee and secure approval. Attached to this email, you will find the ethics packet which contains the (1) completed primary trip sponsor form and (2) the program agenda.

**Please submit all required documentation to the Ethics Committee by Wednesday, April 10, 2019: 1) Primary Trip Sponsor Form (2) Agenda and (3) invitation (all provided by the Aspen Institute) and (4) Pre-Traveler Authorization Form, available on the Ethics website, <https://www.ethics.senate.gov/public/index.cfm/travel>. Travel forms must be submitted to the Ethics Committee no later than thirty days before travel commences or you will not be eligible to attend.**

Here are a few additional items to facilitate your planning:

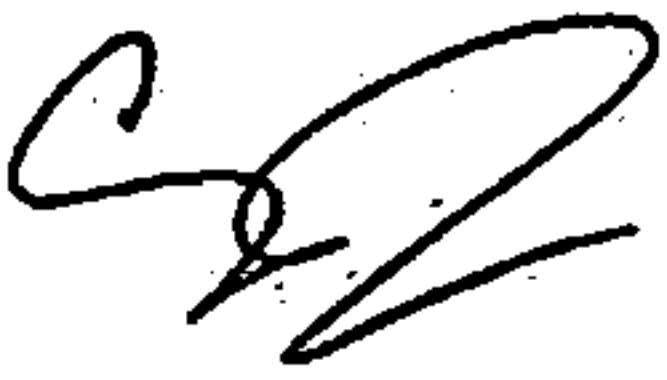
**Participant Questionnaire** – please complete the attached *Participant Questionnaire* and return to Carly Raizon by Monday, April 15<sup>th</sup>.

**Lodging** – participants will all be staying at the Aspen Institute's Wye River Conference Center in Queenstown, Maryland.

**Seminar materials** – the seminar readings (PDFs), schedule, and arrival details will be sent to you approximately 2-3 weeks before the seminar. Note: a summary of the seminar topic and moderator biography are attached.

If you have any questions, please feel free to call Socrates Program Manager, Cynthia Querio at 202-736-3550.

Kind Regards,



**Cordell Carter, II** | The Aspen Institute  
Director, Socrates Program  
2300 N St. NW, Suite 700  
Washington, DC 20037  
(202)736-2922  
[cordell.carter@aspeninstitute.org](mailto:cordell.carter@aspeninstitute.org)

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Private Sponsor Certification - Page 1 of 4

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Private Sponsor Certification - Page 2 of 4

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Aspen Institute organizes numerous educational activities, including briefings, roundtables, forums and conferences for a diverse range of attendees including federal and state policymakers, business and organization leaders, members of the press and the general public. (See attached Appendix.)

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$78 for bus	\$236 for two nights (\$118 per night)	\$142 for breakfast, lunch, and dinner for two days (\$71 per day)	\$47 per day for conference room fees (includes meeting facilities, set up/take down, cleaning)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**B) The trip involves an event that is organized specifically with regard to congressional participation.**

18. Reason for selecting the location of the event or trip

The conference center is close to Washington, DC, which provides for ease of travel for participants and moderator(s).

19. Name and location of hotel or other lodging facility:

Wye River Conference Center, 600 Aspen Dr, Queenstown, MD 21658

20. Reason(s) for selecting hotel or other lodging facility:

The conference center has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning. The Aspen Institute owns the Wye River Conference Center property.

- Rooms are \$118/ day, which reflects the per diem limit.

Meals are \$71/day, which reflects the per diem limit.

- Transportation will be provided by chartered, coach-class bus to and from the conference center.

- None

- Signature of Travel Sponsor:**

Name and Title: Elliot Gerson, Executive Vice President, Policy & Public Program

Name of Organization: The Aspen Institute

Address: 2300 N Street NW, Washington DC 20037

**Telephone Number:** 202-736-5859 (Lisa Jones, Deputy General Counsel)

Fax Number: 202-467-0790

E-mail Address: [lisa.jones@aspeninstitute.org](mailto:lisa.jones@aspeninstitute.org)



**Appendix to Private Sponsor Travel Certification Form, Aspen Institute  
Socrates Program for the Emerging Governance Leaders Seminar, May 10-12,  
2019**

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) – The Aspen Institute Socrates Program received general, unrestricted funding from the Democracy Fund to support the Socrates Program. The funding was not earmarked for this trip. Democracy Fund did not play a role in organizing or planning the conference, including, but not limited to the content, agenda, moderators, attendees or other logistics.

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (response continued) –The Socrates Program seeks to provide a forum for emerging leaders from various professions to convene and explore contemporary issues through expert-moderated dialogue. The purpose of the trip is to conduct a non-partisan educational seminar on leadership, responsible governance and the role of Congress that encourages off-the-record, candid exchanges of ideas to support staffers' learning and development.

Question 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) - Socrates Program organizes seminars every year bringing together a diverse group of professional to explore issues, discuss current topics and encourage dialogue and exchange of ideas.

*#5. Name and titles of Senate invitees. This was an open application process and the following list is of the accepted attendees:*

**Ms. Elizabeth Coats**

Staff Assistant

U.S. Senate Committee on Appropriations

**Mr. Anthony Mitchell**

Legislative Correspondent

Office of Senator Jeff Merkley

**Ms. Alaura Ervin**

Deputy Legislative Assistant

Office of Senator Tim Scott

**Mr. Oliver Riquelme**

Legislative Correspondent

Office of Kirsten Gillibrand

**Mr. Jonathan Carter**

Legislative Correspondent

Office of Senator Richard Blumenthal

**Mr. Rachit Choksi**

Oversight & Investigations Counsel

U.S. Senate Committee on Environment and  
Public Works

**Mr. Shawn Campbell**

Correspondence Assistant

Office of Senator Richard Blumenthal



## Emerging Governance Leaders Seminar *Leadership & the Role of Congress*

(Moderated by Dr. Colleen Shogan)

### Seminar Weekend Schedule

May 10-12, 2019

Aspen Institute Wye River Campus

Queenstown, Maryland

*Seminar Location: River House*

### **Friday, May 10<sup>th</sup>**

- |                       |   |
|-----------------------|---|
| 5:00 p.m.             | Shuttle departure from Capitol Hill   |
| 6:45 p.m.             | Shuttles arrives at Aspen Institute Wye River Campus  |
| 7:00 p.m. - 8:00 p.m. | Check-In & Registration<br><i>River House</i>   |
| 8:00 p.m. – 9:30 p.m. | <b>Socrates Opening Dinner and Program</b><br>“Responsible Governance and Your Role in Congress”<br>A conversation addressing norms of governance, hyper-partisanship, political polarization, and the experiences of Congressional staffers.<br>Moderated by <b>Cordell Carter</b> , Socrates Program Director<br><i>River House Dining Room</i> |

### **Saturday, May 11<sup>th</sup>**

- |                        |  |
|------------------------|--|
| 7:45 a.m. – 9:00 a.m.  | Breakfast<br><i>River House Dining Room</i>  |
| 9:00 a.m. – 12:00 p.m. | <b>Seminar Session I: The Evolution of Congress: How Did We Get Here?</b><br><i>River House Main Conference Room</i><br>Seminar discussion based on the following texts and videos:<br><b>Origins:</b> <ul style="list-style-type: none"><li>• Hamilton or Madison, “No. 57” and “No. 63,” The Federalist Papers, 1788</li></ul> |

- “Mr. Smith Goes To Washington” movie clip. 1939
- “Charlie Wilson’s War” movie clip. 2007

Morning Break  
*River House Break Room*

**Working Lunch with Discussion of Seminar Session I**  
**Conversation will consider the evolution of Congress and**  
**what it means to represent constituents and communities.**  
*River House Dining Room*

Lorelei Kelley and Robert Bjarnason, "Our Modern Congress Doesn't Understand 21st Century Technology," *TechCrunch*, March 6, 2018





- Sarah Binder, "Legislating in Polarized Times," *Congress Reconsidered*

Afternoon Break  
*River House Break Room*

## Historical Tour of Wye

The Aspen Institute Wye campus is a site imbued with historical moments in American political discourse and policy decisions – from early days as the home of William Paca, a signer of the Declaration of Independence and the third governor of Maryland, to more recent moments as the site for negotiations between Israel and the Palestine Authority. This historical tour will connect the seminar to place and embody the rich history of American discourse and governing in Washington and beyond.

*Wye Campus*

## Working Dinner with Discussion of Seminar Session II

Conversation will consider the governance challenges of Congress, exploring what resources and knowledge inform Congress and how technology and changing norms of representation are affecting governance.

### River House Dining Room

## Fireside Chat

## "Life & Lessons in Congress"

A conversation with **William Hoagland**, Bipartisan Policy Center Senior Vice President (or another former staffer/member)

Moderated by **Cordell Carter**, Socrates Program Director

*River House Library*

**Sunday, May 12<sup>th</sup>**

## Breakfast

### River House Dining Room

### Seminar Session III: Congressional Reform

*River House Main Conference Room*

Seminar discussion based on the following texts:

*What's Working Well and What Isn't*

- Colleen Shogan, "Defense Authorization: The Senate's Last Best Hope," *Party and Procedure in the United States Congress*  
 Josh Huder, "Democrats Want to Modernize the House. Good Luck With That," *The Washington Post*

*Reform Proposals*

- Zach Graves, "Rebuilding a Technology Assessment Office in Congress," *R Street Policy Study 152*
- Congressional Institute, "Congressional Reform Concepts"  
 Jim Newell, "The Shutdown to End All Shutdowns," *Slate*

10:30 a.m. – 10:45 a.m.	Morning Break <i>River House Break Room</i>
12:00 p.m.	Check-out <i>Program concludes after Seminar Session III</i>
12:00 p.m. – 1:00 p.m.	Working Lunch with Discussion of Seminar Session III Conversation will consider the Articles 1 and 2 of the Constitution, and how foundations of the U.S. government inform and influence the role of Congress today. <i>River House Dining Room</i>
1:00 p.m.	Shuttle departs for Capitol Hill
2:30 pm	Shuttle drops off participants

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